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Personnel

TEST AND EVALUATION AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 36-28, *Awards and Decorations*. It provides information on test and evaluation (T&E) related awards in the Air Force. The awards covered include the Air Force T&E Team Award, the Air Force Tester of the Year Award, the Chanute Flight Test Award, The Allen R. Matthews Award, The Special Achievement Award, The Richard G. Cross Award, The Publication Award, and The TSPI E-O Award.

SUMMARY OF REVISIONS

This is the initial publication of AFI 36-2862, substantially revising AFR 900-16.

1. Purpose. The Air Force annually recognizes individuals and test teams with awards or nominations to organizations sponsoring T&E awards, for superior T&E achievement. Normally awards are for contributions either completed or acknowledged during the previous calendar year. Individuals who win Air Force-sponsored awards may wear the Air Force Recognition Ribbon. Civilians may wear the Air Force Recognition Pin.

2. Award Descriptions and Eligibility Standards:

2.1. T&E Team Award. The award is issued annually by HQ USAF/TE, the award office of primary responsibility (OPR), for outstanding contribution by an Air Force Test Team.

2.1.1. Eligible teams are subordinate units of a wing (or equivalent) and are smaller than a group (or equivalent).

2.1.2. HQ USAF/TE gives a plaque and certificate to the winning team.

2.1.3. HQ USAF displays a plaque containing the names of winning teams.

2.2. Air Force Tester of the Year. Although the American Defense Preparedness Association (ADPA) sponsors this annual award, HQ USAF/TE is the award OPR.

2.2.1. The award has three categories: Civilian Tester of the Year Award (a government employee GS or GM-13 and below); Military Tester of the Year Award (Lt Colonel and below); and Contractor Tester of the Year Award (a contractor employee).

2.2.2. The ADPA presents the award, which consists of a plaque, at its annual "Test and Evaluation Symposium."

2.3. Chanute Flight Test Award. The American Institute of Aeronautics and Astronautics (AIAA) sponsors this award and the award OPR is the Air Force District of Washington, Directorate of Command Personnel (AFDW/DPJ). The award recognizes outstanding contributions to the advancement of the art, science, and technology of aeronautics by either a pilot or an individual involved in testing aircraft.

2.3.1. Active-duty Air Force officers and Department of the Air Force civilians are eligible.

2.3.2. The AIAA does not accept posthumous, unit, or team nominations.

2.4. International Test and Evaluation Association (ITEA) Awards. ITEA sponsors and is the award OPR for the following awards:

2.4.1. The Allen R. Matthews Award. This award is for distinguished achievement in T&E.

2.4.1.1. The award is named after the late Dr Matthews, founder and first president of ITEA.

2.4.1.2. A candidate is an individual who has made a lasting, significant contribution to the field of T&E. The contribution may have been made over the course of a distinguished career.

2.4.2. The Special Achievement Award. This award is for a special act of achievement in T&E.

2.4.2.1. A candidate is an individual who has made an immediate and significant contribution to the field of T&E, such as solving a major T&E problem, completing a successful project, or any other exceptional act.

2.4.3. The Richard G. Cross Award. This award is for educational achievement in T&E.

2.4.3.1. This recognition of excellence is named after the late Major General Richard G. Cross, Jr., USAF (Ret), who was former director and senior advisor of ITEA.

2.4.3.2. Candidates are individuals, teams, or organizations that have made a significant contribution to education for T&E. The achievement may be in administration, teaching, or research.

2.4.4. The Publication Award. This award is for contribution to the body of T&E literature.

2.4.4.1. This award recognizes an author or co-author whose book, technical paper, or article is outstanding and adds to the general body of knowledge and understanding of T&E.

2.4.4.2. Works must be original and adhere to the standards of scholarly research, fair public discourse, or journalism.

2.4.4.3. Works must be in a published form available to the general T&E community, such as in the *ITEA Journal of T&E* or other professional-association publications.

2.4.5. The TSPI E-O Award. This award is for individual achievement and significant contribution to the areas of time-space positioning (TSPI) data collection and electro-optics (E-O) T&E.

2.4.5.1. This award comes with a crystal trophy and check for \$1000 from ITEA under the sponsorship of the Contraves USA Corporation.

3. Nomination Procedures. Nomination packages will include an AF Form 1206, **Nomination For Award**, biography, citation, base-level request on individual person (RIP), and cover letter.

3.1. When sending in nominations, comply with these requirements:

- Use AF Form 1206. Limit nominations to two typewritten pages.
- Use a second AF Form 1206 as a continuation page, noting the team's or individual's accomplishments in the "Specific Accomplishments" area.
- Type only the individual's or team's name at the top of the second page. Do not sign the narrative.
- Limit the biography to one single-spaced typewritten page, as shown in **Attachment 1**.
- Refer to **Attachment 2** for a sample citation for an individual and to **Attachment 3** for a sample citation for a team.
- Award OPRs will provide additional information and award nomination submission dates by message or letter and establish a selection board process for determining Air Force nominees or award winners.

4. Awards Presentation. The award sponsoring organization announces the winners and determine the appropriate function for presentation of awards.

5. Funding. An award winner's parent organization uses normal temporary duty funds to pay for the winner's travel to and from the award presentation ceremony.

HOWARD W. LEAF, Lt General, USAF (Ret)
Director of Test and Evaluation

Attachment 1**SAMPLE STANDARD BIOGRAPHY FORMAT**

(Limit to one single-spaced typewritten page)

AIRMAN FIRST CLASS JOHN Q. DOE

AFSC: 70250C, ADMINISTRATION SPECIALIST

Airman First Class John Q. Doe is an administrative specialist assigned to the 123rd Combat Support Group, Jones Air Force Base, Kentucky. He is 23 years old.

Airman Doe was born in Lexington, Kentucky, on June 29, 1961. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him the team's coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1979, airman Doe was locally employed and served as a church-council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 1980 and was called to active duty in 1981.

After completing basic military training at Lackland Air Force Base, Texas, in 1981, Airman Doe began technical training as an administrative specialist at Keesler Air Force Base, Mississippi, where he was an honor graduate (December 1981).

Airman Doe is married. He and his wife actively participate in the local church where he is youth counselor and she is in the choir. He was selected as the Outstanding Airman of the Quarter and, subsequently, as the Outstanding Airman of the Year 1983 for the 123rd Combat Support Group. He received the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

Attachment 2**SAMPLE CITATION FOR INDIVIDUAL NOMINATION****CITATION TO ACCOMPANY THE AWARD OF THE AIR FORCE MILITARY TESTER
OF THE YEAR AWARD TO HENRY J. SMITH**

Captain Smith distinguished himself through outstanding service to the United States as the chief test engineer, Advanced Medium Range Air-to-Air Missile (AMRAAM) Joint Test Force, 46th Test Wing, Air Force Development Test Center, Eglin Air Force Base, Florida, from 1 January 1993 to 31 December 1993. During this period, Captain Smith's innovative management, dynamic leadership, and untiring effort contributed significantly to the success of the \$10 million combined Air Force/Navy AMRAAM Validation Test Program. Throughout the test program, seemingly insurmountable obstacles threatened delay or program restructure. In each case, Captain Smith's ingenuity, willingness to accept responsibility, and real-time decisionmaking abilities produced imaginative solutions, which allowed the program to move forward with uninterrupted testing and to meet critical test objectives. The distinctive accomplishments of Captain Smith are a great credit to both him and the United States Air Force.

Attachment 3**SAMPLE CITATION FOR TEST TEAM NOMINATION****CITATION TO ACCOMPANY THE AWARD OF THE AIR FORCE TEST
AND EVALUATION TEAM AWARD TO THE INTEGRATED WEAPON SYSTEM COMBINED
TEST TEAM**

The integrated Weapon System Combined Test Force, 6510th Test Wing, Air Force Flight Test Center, Edwards Air Force Base, California, distinguished itself in outstanding service to the United States from 1 January 1993 to 31 December 1993. During this period, the Combined Test Force conducted Development Test and Evaluation and Operational Test and Evaluation activities of major importance to the strategic missile mission of the Air Force, thereby directly contributing to national objectives. The leadership, technical, and managerial efforts of the Combined Test Force in conducting the Air Launched Cruise Missile and the Offensive Avionics System test played a major role in satisfying the Strategic Air Command's First Alert Capability milestone. The professionalism and devotion to duty of the members of the Combined Test Force are a great credit to both the test force and the United States Air Force.